

# Parent Handbook and Operational Policies



## Second Baptist Church Child Development Center

**Director: Sharon Green**

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## TABLE OF CONTENTS

Letter to Parents

Purpose

Philosophy

Program Goals

Curriculum

Administration

Special Programs

Policies and Procedures

1. Enrollment
2. Required Health Records
3. Immunizations
4. Vaccine / Preventable Diseases – Staff
5. Vision and Hearing Screening
6. Ages & Stages – Screening / Monitoring
7. Tuition and Fees
8. Withdrawal of a Child from the Program
9. Hours of Operation
10. Emergency Closing of Center
11. Arrival of Children
12. Meals and Food Service
13. Rules
14. Visitation Procedures
15. Release of Children
16. Child Custody Issues
17. Absences
18. Illness
19. Daily Health Checks
20. Medication
21. Procedures for Handling Medical Emergencies
22. Emergency Preparedness / Fire and Safety Drills
23. Parental Notifications

24. Policy Changes
25. Adult Code of Conduct
26. Discipline / Guidance
27. Biting
28. Dismissal of a Child
29. Parent-Teacher Conferences
30. Parental Participation
31. Gang-Free Zone
32. Provisions for Breastfeeding Mothers
33. Minimum Standards and Licensing Inspection Review
34. Preventing / Responding to Abuse and Neglect
35. Contacting Licensing, Child Abuse, and DFPS Website
36. CPSC Recall List

“Just Playing” Poem

Second Baptist Church Leadership Team / Schedule

Attachment A – Emergency Evacuation Plan (Overview)

Attachment B – Gang-Free Zone Information

Dear Parents,

We welcome you and your child to the Child Development Center of Second Baptist Church and pray your child's learning experience here will be happy and wholesome. We strive to give your child the loving care and guidance that children need in their formative years.

As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experience is close communication between parents and staff. This handbook has been prepared to help you understand the program and policies as we work together to help your child through a successful year.

Thank you for the trust and the responsibility you have placed in us by allowing us to be a part of your child's early years. We pray that your family is blessed by your time at the Child Development Center.

In Christ,

Sharon Green, CDC Director

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Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these" (Luke 18:16). At Second Baptist Church our goal is to bring children to Jesus and to show them Christ's love in our actions.

In our Child Development Center, your child will honor God, pray, make friends, and explore how to interact in this grand world God has created. This means your child will be given the opportunity to develop into the Christian that God wanted him/her to be.

Let me invite you to come to our church where you entire family will have the opportunity to know God more intimately and to follow Him throughout your life. The entire family of 2BC and I look forward to helping you.

In Christ,

Pastor Dana Moore



## **PURPOSE**

The Child Development Center (CDC) is operated by the Second Baptist Church as a ministry to preschool children and the parents of our church and community. It is our purpose to honor and glorify the Lord by teaching Christian values and principles.

## **PHILOSOPHY**

It is our philosophy that children learn through play. Each child develops mentally, physically, spiritually, socially, and emotionally. Age-appropriate learning experiences are provided to allow each child to progress at his/her own pace and to experience success through hands-on activities in learning centers. All personnel of the weekday early education program will be Christians, will incorporate appropriate Bible stories and verses, and will strive to lay the foundation for the development of a biblical world view in the mind and heart of each child.

## **PROGRAM GOALS**

Our goal is to help the children in their cognitive, physical, social, emotional, creative, language and spiritual development. We provide experiences that are appropriate for the child their developmental level and consistent with the Christian principles of Second Baptist Church.

The program is designed to:

- Promote each child's spiritual development.
- Develop safe and healthy habits in young children with an emphasis on proper hygiene, sound nutrition, exercise, and physical care.
- Foster positive self-esteem.
- Provide opportunities for creative expression.
- Support the development of social skills such as sharing, cooperation, generosity, and empathy.
- Stimulate cognitive problem solving skills with an emphasis on the concepts of cause and effect, classification, space, time, numbers, shapes, and colors.
- Strengthen communications skills necessary for listening, reading, writing, and speaking by providing an environment rich in the practical uses of words.

## **CURRICULUM**

The Child Development Center uses the WEE Learn (Weekday Early Education) curriculum. This is a Christian-based curriculum especially designed for preschoolers. Each unit includes Bible stories, Bible verses, and thoughts (verses put into words that a child can understand). Prayer is also part of our program as we seek to provide a Christian environment. The CDC encourages the parents to use these essential tools with their children at home.

Curriculum is the guide for a child's total experience while in the weekday program. It is also the framework on which teachers can build an early childhood program that allows children to grow and develop as Jesus did – "in wisdom and stature, and in favor with God and man" (Luke 2:52). The teacher's responsibility is to select activities that provide a balanced program of early childhood education. We have carefully selected the WEE Learn curriculum because it includes the elements that make up a positive preschool experience.

To appropriately meet the needs of preschoolers, our curriculum:

**Is Activity-Based**—Preschoolers are active learners and must be involved in activities that do not force all the children to do the same thing at the same time. Learning center activities allow children to learn through experience rather than simply listening.

**Provides Choices** – Preschoolers need to be able to choose which centers to work in, what to build with the blocks, or where to put the paint on the paper. Teachers provide an environment filled with unit-related choices, and a child chooses what interests him.

**Allows Physical Activity**—Because muscles are growing and developing, preschoolers need to be able to move about freely. Learning activities allow children to move about as they choose a center, work a puzzle, draw a picture, build with blocks, play in the home- living center, and enjoy a book.

**Encourages Creative Expression**—As a teacher develops activities related to a unit theme, the creative expression in art, writing, puzzles, music, and other activities belong to the child. Every child is creative. They should be allowed to express themselves and experiment with their own design rather than a teacher providing a “pattern” or assisting them with an art activity. The experience, rather than the finished product, is the goal. Children become confident as they use their own ideas.

**Provides Balance**—Because curriculum provides a guide for the day, it provides a balance of activities: quiet/active, indoor/outdoor, working alone/interacting with a group, rest/physical activity.

**Includes Beginning Group Experiences**—While younger preschoolers will only be aware of themselves and their own activity (solitary play), they will eventually move to parallel play, and finally to group participation.

**Makes Learning Fun**—When preschoolers are allowed to move around, express their own creativity, and choose what interests them, they will be successful, relate positively, and enjoy learning.

**Invites Conversation**—Preschoolers learn through simple conversations about God, the world He made, and how to treat each other.

**Provides a Flexible Schedule within a Familiar Routine**—Flexibility allows teachers to meet the needs of the children while helping them feel secure in a familiar routine.

## **ADMINISTRATION**

The CDC is operated under the supervision of the Child Development Center Committee. The committee is responsible for the general policies and operation of the CDC through a Director, who is in charge of the day-to-day administration of the CDC. A conference with the Director may be requested should you have any questions or concerns about the policies or procedures of the CDC.

## **SPECIAL PROGRAMS**

### **LATCHKEY**

- Available for ages Kindergarten through 5<sup>th</sup> grade.
- Van Pickup is available for children attending Club Estates, Mireles, Webb, and Kolda Elementary Schools.
- School Age Fun Curriculum is used. Bible stories, Bible verses, and prayers are a part of our program as we seek to provide a Christian environment.

### **MOTHER'S DAY OUT (MDO)**

- Available for ages three through five years.
- MDO meets Tuesday, Wednesday, and Thursday 9:30 a.m. to 2:30 p.m.
- Program year starts and ends approximately when the CCISD year starts and ends, and follows the same breaks and holidays. Children will not be accepted for MDO care before 9:30 a.m.

## **POLICIES AND PROCEDURES**

### **1. ENROLLMENT**

Children are enrolled on a first-come basis without regard to race, creed, or religion. Enrollment is complete when the Registration fee is paid in full and the following documents are on file in the center's office:

- Enrollment Information Forms (Must be completed and signed).
- Preschool Child Health Record (Parts I, II, and IV are necessary).

It is the parent's responsibility to update their child's forms as any change occurs—new address, new phone number, change of employment and work phone number, change in cell phone number, updated immunizations or any other information that would be needed by the CDC in order to contact the parent or release the child to the appropriate person.

### **2. REQUIRED HEALTH RECORDS**

A written statement from a licensed physician who has examined the child within the past year stating the child is able to participate in the child development program and current immunization records must be turned into the office by the time the child enters school.

***Dietary Restrictions due to allergies must be confirmed by a doctor's written statement.***

### **3. IMMUNIZATIONS**

A copy of your child's immunization record must be on file on or before the first day of enrollment. Immunizations must be current based on your child's age. When your child receives immunizations as he/she gets older, please provide us with a copy of the updated immunizations for your child's file. Tuberculin testing may also be required by the county. Parents who request that immunizations be waived on religious or other grounds must provide a legal waiver. Please see the Center Director if you are not familiar with this procedure. Note: Copies of immunization records for school-age children are on file at public school and are not required to be on file at the CDC.

#### **4. VACCINE / PREVENTABLE DISEASES – STAFF**

We do not require employees of the CDC to obtain immunizations. We leave this decision to the staff member, as determined between doctor and patient.

#### **5. VISION AND HEARING SCREENING**

In order to meet the Texas Department of Health requirements, Vision and Hearing Screenings will be conducted by state certified vision and hearing screeners for the four (4) year old classes. Parents will be notified of the date of screening. If your child is absent from the screening, the parent will be responsible to have testing done by the child's doctor. Parents must provide Vision and Hearing documentation within 120 days of enrollment from the child's doctor if their child is four (4) years of age or older and enrolled after the Center conducted the annual screening.

#### **6. AGES & STAGES – SCREENING/MONITORING**

Because your child's first 5 years of life are so important, we want to help you provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, to help you keep track of your child's development. You will be asked to answer questions about some things your child can and cannot do. The questionnaire includes questions about your child's communication, gross motor, fine motor, problem solving, and personal-social skills.

If the questionnaire shows that your child is developing without concerns, we will provide some activities designed for use with ASQ to encourage your child's development and will provide the next questionnaire at the appropriate time.

If the questionnaire shows some possible concerns, we will contact you about getting a more involved assessment for your child. Information will only be shared with other agencies with your written consent. A consent form to use this screening tool will be provided in your enrollment package, and we will need your signature if you do or do not wish to participate in the screening/monitoring program.

#### **7. TUITION AND FEES**

An annual registration fee is charged to include the period from June 1st through May 31st. This fee is non-refundable. If you register after January 1st, the registration fee will be prorated at that time. Tuition is due and payable in ADVANCE on the first day of each month. Arrangements may be made with the Director for payment on the 1st and 15th of each month. If your payment is not received by the 20th of the month, there will be a late payment fee of \$20.00 (unless previous arrangements have been made). Delinquent tuition payments are those made after the 20th of each month. We reserve the right to terminate our service at any time when the account is more than 15 days past due. A return check fee of \$25 will apply.

***Please Note:*** Our tuition is charged on a monthly basis rather than weekly. (If tuition were charged by the week, parents would pay for four additional weeks in the period of a year). For this reason, no discounts are allowed for illness or other absences. This means tuition will not be prorated for holidays or breaks.

## **8. WITHDRAWAL OF A CHILD FROM THE PROGRAM**

Parents are responsible for notifying the Director of plans to withdraw a child and the date of withdrawal. No refund of tuition will be given without a two-week notice of the intent to withdraw the child from the program.

## **9. HOURS OF OPERATION**

### a. CDC and Latchkey:

- Monday through Friday 7:00 a.m. to 6:00 p.m.
- Children will not be accepted for care before 7:00 a.m.
- **NOTE: A late fee** is charged if a child is picked up after 6:05 p.m. The fee is \$5 beginning at 6:05 and \$1 per each minute thereafter.

### b. MOTHER'S DAY OUT:

- Tuesday, Wednesday, and Thursday 9:30 a.m. to 2:30 p.m.
- Follows CCISD schedule for holidays.
- Late Fee charges begin at 2:40 p.m.

### c. SCHOOL CALENDAR AND HOLIDAYS

CDC follows a year-round schedule and observes the following holidays:

- Labor Day
- Thanksgiving Day and the Friday following
- Christmas \*
- New Year's Day
- Martin Luther King Day (In-service)
- Good Friday
- Memorial Day
- Independence Day (July 4th)
- Teacher In-service Days (TBA)

\*Christmas to be determined yearly.

## **10. EMERGENCY CLOSING OF CENTER**

Any weather or emergency condition that closes the Corpus Christi Independent School District (CCISD) will automatically close our program. When roads are passable and conditions are considered safe, every effort will be made to reopen our CDC. In the event that the CDC is without electricity or running water we are required by licensing to close.

## **11. ARRIVAL OF CHILDREN**

The parent must accompany the child to the assigned classroom and ensure he/she is greeted by a staff member. Sign-in/out sheets must be signed. Make sure the staff member acknowledges your presence before leaving. Children should arrive no later than 9:00 a.m. each day unless detained due to a medical appointment. Arriving by 9:00 a.m. keeps your child "in sync" with the daily schedule in the classroom. Children will not be accepted between the hours of 11-2 without a doctor's note. If your child will be late, please call the office so that we can notify your child's teachers to include your child in the counts for the day's activities.

## **12. MEALS AND FOOD SERVICE**

The center provides nutritional morning and afternoon snacks and a well-balanced lunch. A copy of the menu will be posted near the office. Please do not send snacks with your child without first checking with the teacher and sending enough for the entire class. You may bring your child's breakfast if you arrive before 7:30 a.m. After that time, it is too difficult for the teachers to oversee. If you choose to provide your child's lunch, we will need a note on file, and you will need to send a well-balanced, nutritious meal for your child. Sippy cups will only be accepted in the infant room. **Be sure to tell us of any food allergies your child might have.** If your child has a special diet that requires special food or drink, including specialty milks, we must have written approval from their physician. All food brought in to share with the class (i.e., birthday cakes, cookies, etc.) must be store bought; please, no homemade food items.

## **13. RULES**

### **a. Clothes**

Please select clothing which is practical, durable, and easily managed by the child. An extra change of clothing is needed in case of accidents. All personal belongings should be labeled with the child's name. The CDC is not responsible for lost or broken items. However, we will do our best to help locate missing items. Closed-toe shoes such as tennis shoes must be worn at all times. For safety reasons, **please do not send children in boots or sandals.**

### **b. Birthdays**

Children are welcome to share their birthdays with their class. Please notify the teacher in advance if you plan to bring cake or cupcakes. No gifts may be exchanged. Invitations for parties away from the center may be distributed only if all children in the class are invited. Otherwise, invitations must be mailed individually.

### **c. Toys or Items From Home**

Please do not bring toys from home, although we do allow items of comfort such as a soft cuddly stuffed animal to help your child sleep more comfortably during rest time. Special items will be allowed for show and tell days designated by teacher. The staff will not be held responsible for these items. The CDC does not allow toys of violence like guns, swords, or violent action figures. Also, children will not be allowed to bring cosmetics, candy, or gum.

### **d. Rest**

All preschool children are provided with a supervised rest period after lunch. Even if your child does not sleep, he/she will need to relax quietly during this period. Parents are asked to provide a mat and a small blanket for their child. The blanket is to be taken home every Friday and laundered.

## **14. VISITATION PROCEDURES**

Parents may visit the CDC anytime during its hours of operation to observe their child, the CDC's operation, and program activities.

## 15. RELEASE OF CHILDREN

- The CDC will not release a child to anyone other than those persons specifically authorized by the parents on the Enrollment Form. Children will be released only to adults age 18 and older whose names appear on the Enrollment Form and who also provide proper photo identification.
- If you call to inform us of someone picking up your child, we must determine if the person calling is the parent. The person picking up the child is to check in through the office. They must sign the sign-out sheet and provide the proper identification (driver's license). This is for your child's protection.
- Parents should provide the CDC with names and telephone numbers of any person designated to pick up the child
- Any person picking up a child in an impaired condition (ill or under the influence of drugs or alcohol) will be encouraged to allow us to find alternative transportation.
- **No child will be released to an unauthorized person.**

## 16. CHILD CUSTODY ISSUES

It is the CDC's intent to meet the needs of the children especially when the parents may be experiencing difficult situations such as divorce, separation, or remarriage. Sharing information about such situations may be helpful to CDC staff and will be held in the strictest confidentiality.

The CDC cannot legally restrict the non-custodial parents from visiting the child, reviewing the child's records, or picking the child up unless the CDC has been furnished with legally filed, executed, and current documents. Copies of all court documents must be submitted to the CDC. In case of conflicts, the proper authorities will be contacted.

## 17. ABSENCES

Please contact the CDC office, at 994-1751, when you know that your child will be absent.

## 18. ILLNESS

One of the most serious challenges facing group care situations for young children is preventing illness. The staff will strive to maintain the highest standards of cleanliness. Proper hand washing procedures will be followed and taught to the children. Toys, eating surfaces, toileting, and diapering areas will be sanitized between children's use.

Children must be kept home if they have fever, severe coughs, vomiting, diarrhea, or other symptoms of a contagious disease. Children should not return to the program until 24 hours after the temperature returns to normal or vomiting and/or diarrhea have stopped. Parents are very sensitive about their child being exposed to a contagious disease.

Children becoming ill at the CDC will be isolated, and a parent will be called. If you are called, please pick up your child as quickly as possible. We will notify you if a contagious disease, (such as chicken pox) has been contracted by a classmate. If your child is ill and unable to come to the CDC, please give us a call so that we can be aware of the illness.

## **19. DAILY HEALTH CHECKS**

A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. Observation of the child and communication with the child's parent or guardian are the key elements of a health check.

The staff is trained annually on the proper procedures for performing health assessments.

Health checks are performed daily by the teacher, and any changes in a child's behavior or appearance is noted on the Health Check Log. This documentation is available for parents to view at any time.

## **20. MEDICATION**

No medication will be given to the child unless administered by the parent. Exceptions will be made for life threatening illnesses, such as asthma or allergic reactions. We keep Benadryl ointment/spray and Neosporin for insect bites or cuts. We keep a permission sheet that you must sign before we can use either of these. You will only need to sign this form one time, and it will be ongoing.

## **21. PROCEDURES FOR HANDLING MEDICAL EMERGENCIES**

- Take the child to the nearest emergency room.
- Give the child first aid or CPR.
- Contact the physician in the child's record.
- Contact the child's parent.
- Ensure supervision of the other children in the group.

## **22. EMERGENCY PREPAREDNESS / FIRE AND SAFETY DRILLS**

Fire drills are conducted each month. The outdoor relocation site is the northwest parking lot along the Timbergate fence line. Severe weather drills are conducted at least once every three months with the indoor relocation site being the childcare center cafeteria. Children younger than 24 months, or children who have limited mobility or who otherwise need assistance, will be relocated in evacuation cribs or Bye Bye Buggy. An overview of the Emergency Preparedness Plan (Attachment A) is available for review at the end of this handbook. A complete and detailed Emergency Preparedness Plan is available for review, upon request, in the office.

## **23. PARENTAL NOTIFICATIONS**

- a. Special Activities** - Parental permission is required for the following special activities:

**Transportation** – The CDC transports children under the following circumstances: field trips, to a designated evacuation site, for emergency medical treatment, and from Public School. All drivers are CDC staff and hold a valid state drivers license, and our vehicles are properly maintained and insured. Parents must sign a permission form for children to be transported.

**Field Trips** – Field trips are provided for Latchkey and Kinder-Ready students only. Parents will be notified of field trips, indicating when and where the child will be going and when the child will return. The notice will be posted at least 48 hours in advance.

**Water Activities** – Water activities may include sprinkler play, splashing/wading pools, swimming pools (Latchkey only), and water play table.

**b. Presence of Animals** - Parents will be notified of any animals brought to the center. There are particular requirements that must be met before an animal can be on the premises. Please note that classrooms may contain a fish tank at the teacher's discretion. Please do not bring pets in the building with you.

**c. Safety Concerns** - After we have ensured the safety of your child, you will be notified immediately if:

- Your child is injured and the injury requires medical attention.
- Your child has a sign or symptom requiring exclusion from the Center.
- Your child has been involved in a situation that placed them at risk.
- Your child has been involved in any situation that renders the Center unsafe.

**NOTE:** Parents will be notified when they pick up the child about less serious injuries requiring the staff to render First Aid.

**d. Communicable Diseases/Lice** - Parents will be notified in writing within 48 hours if a child in the group has been diagnosed with a communicable disease or if there is an outbreak of lice.

## **24. POLICY CHANGES**

In the rare event of a change in policies at the CDC, notices will be posted on the Parent Information Board so that each parent may obtain a copy to sign and return.

## **25. ADULT CODE OF CONDUCT**

Because children need to know that the CDC is a safe, nurturing environment for them, parents and other adults who come to the CDC are asked to abide by the following guidelines while in the building, parking lots and playgrounds:

- No cell phones
- No smoking
- Use appropriate language
- Discuss disagreements privately and calmly away from the children with appropriate management staff only.
- Report concerns about children other than their own to a manager and never address concerns directly with other parents or the children.

## **26. DISCIPLINE/GUIDANCE**

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

- Using praise and encouragement of good behavior.
- Using clear, positive statements.
- Redirecting behavior.
- Using brief supervised separation or time-out from the group, which is limited to one minute per year of child's age.
- A parent may be asked to remove their child for a designated period of time if behavior warrants.

## **27. BITING**

Biting is a normal part of development for many young children. Our teachers are trained in various strategies to help deter biting in the classroom. Because we recognize that this behavior can be frustrating to everyone involved, please be assured that we will maintain confidentiality and speak with both families when a biting incident occurs. Appropriate steps will be taken to discourage future incidents and to meet the needs of each child.

## **28. DISMISSAL OF A CHILD**

The CDC reserves the right to dismiss any child for any reasonable cause, including, but not limited to, the following reasons: the child is unable to participate in group experiences or whose fees have not been paid. We will schedule a conference with the parents to explain the problem.

## **29. PARENT-TEACHER CONFERENCES**

Please let us know if you wish a conference with your child's teacher. Teachers may call you if there is a need to discuss anything that may help the child while in the CDC.

## **30. PARENTAL PARTICIPATION**

### **Parents can help in these ways:**

- Have your child attend regularly except when ill.
- Encourage your child to become self-reliant. You may do this by allowing him/her to do things for himself or herself and giving plenty of time to do them. Teach your child to dress, put toys away, eat regularly and properly, and establish regular toilet and sleeping habits.
- Become acquainted with your child's teacher. Discuss any problems that occur—either at home or in the classroom.
- Avoid discussing your child in his/her presence. If you need to discuss something with us, we will find a place away from the child.
- Express an interest in what the child brings home and spend time each day listening to your child tell you about his/her day.

- Visit the CDC whenever possible. You may come to eat lunch with your child. Please just let us know.
- Read to your child.
- Help your child know his full name.
- Volunteer to help (when possible) in the following ways:
  - Help with class parties, such as Christmas, Valentine's Day, etc.
  - Accompany class on field trips (when possible)
  - Repair playground equipment and classroom furniture.
  - Sew (doll clothes, doll bed sheets, dress-up clothes)
  - Observe in the room occasionally.
  - Attend parent meetings.

### **31. GANG FREE ZONE**

Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. To review the requirements regarding gang free zones, please refer to Attachment B at the end of this handbook.

### **32. PROVISIONS FOR BREASTFEEDING MOTHERS**

Mothers have the right to breastfeed or provide breast milk for their child while in our care. Comfortable provisions will be made within the center for breastfeeding mothers. Please inform the office of your intentions to breastfeed on site so that arrangements can be made.

### **33. MINIMUM STANDARDS AND LICENSING INSPECTION REVIEW**

Parents may review a copy of the Minimum Standards and the CDC's most recent Licensing Inspection Report anytime during its hours of operation.

### **34. PREVENTING / RESPONDING TO ABUSE AND NEGLECT**

Our teachers are required one hour of child abuse and neglect training annually with the focus on prevention, recognition, and reporting of abuse. The training includes:

- Factors indicating a child is at risk for abuse or neglect
- Warning signs indicating a child may be a victim of abuse or neglect
- Internal procedures for reporting child abuse or neglect
- Community organizations that have training programs available to child care center staff members, children, and parents

Opportunities for additional training are provided throughout the year.

Our Parent Board has additional information regarding abuse and neglect of children. Please speak to the CDC Director concerning these resources.

### **35. CONTACTING LICENSING, CHILD ABUSE, AND DFPS WEBSITE**

If parents suspect child abuse, parents may contact the child abuse hotline of the Department of Family and Protective Service's (DFPS) local licensing office, or visit the DFPS website at [www.txchildcaresearch.org](http://www.txchildcaresearch.org). The local address for the DFPS is 5155 Flynn Parkway, Suite 451, Corpus Christi, TX 78411. Telephone: 1-800-252-5400-Child Abuse; 878-3451-Licensing.

### **36. CPSC Recall List**

The Child Development Center is responsible for reviewing the United States Consumer Product

Safety Commission recall list. You may view all current and past recalls through the CPSC's Internet website at: [www.cpsc.gov](http://www.cpsc.gov).

## **JUST PLAYING**

When I am building in the block room, please don't say I'm "just playing". For you see, I'm learning as I play about balance and shapes. Who knows, I may be an architect someday.

When I'm getting all dressed up, setting the table, caring for the babies, don't get the idea I'm "just playing". For you see, I'm learning as I play; I may be a mother or a father someday.

When you see me up to my elbows in paint or standing at an easel, or molding and shaping clay, please don't let me hear you say, "He is just playing." For you see, I'm learning as I play. I'm expressing myself and being creative. I may be an artist or an inventor someday.

When you see me sitting in a chair "reading" to an imaginary audience, please don't laugh and think I'm "just playing". For you see, I'm learning as I play. I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice things I find, don't pass it off as "just play". For you see, I'm learning as I play. I may be a scientist someday.

When you see me engrossed in a puzzle or some "plaything" at my school, please don't feel the time is wasted in "play". For, you see, I'm learning as I play. I'm learning to solve problems and concentrate. I may be in business someday.

When you see me cooking or tasting foods please don't think that because I enjoy it, it is "just play". I'm learning to follow directions and see differences. I may be a cook someday.

When you see me learning to skip, hop, run and move my body, please don't say I'm "just playing". For, you see, I'm learning as I play. I'm learning how my body works. I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today, and I say, "I just played", please don't misunderstand me. For you see, I'm learning as I play. I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow. Today, I am a child and my work is play.

***-Anita Wadley***

## **2<sup>ND</sup> BAPTIST CHURCH LEADERSHIP TEAM**

Pastor: Dr. Dana Moore  
Minister of Music and Education: Kris Redus  
Minister of Preschool and Children: Barbara G. Hessong  
Minster of Students: Josh Fuentes

Phone: (361) 994-0266  
Website: [www.2BC.org](http://www.2BC.org)

## **2<sup>ND</sup> BAPTIST CHURCH WEEKLY SCHEDULE**

### Sunday:

8:00 a.m.	First Worship Service
9:30 a.m.	Sunday School
11:00 a.m.	Second Worship Service
5:30 p.m.	Chinese Church
5:45 p.m.	Children's Mission Organizations
5:45 p.m.	Youth Service

### Wednesday:

5:30 p.m.	Children's Choir
6:30 p.m.	Mid-Week Prayer Service
6:30 p.m.	TeamKid
6:30 p.m.	Worship Rehearsal
7:00 p.m.	Youth Bible Study

## EMERGENCY EVACUATION PLAN (OVERVIEW) – ATTACHMENT A

In the event of an emergency situation that requires an evacuation of Second Baptist Church Child Development Center, one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

- Take an accurate attendee list;
- Account for all children and staff as they board/depart vehicles;
- Bring any necessary medications / supplies and emergency records;
- Take a cellular phone if available to be used for emergency notifications.

**Staff will remain with and care for the children at all times during an event.** Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records. Children under 24 months of age, or children who have limited mobility or who otherwise need assistance, will be relocated in evacuation cribs or the Bye Bye Buggy.

1. In the event of a natural emergency, i.e. tornado, severe storms, etc., the children and other occupants of the building will shelter in place in the **childcare center cafeteria** which is designated as our indoor relocation site.
2. In the event of an emergency that requires the children to evacuate the building, but remain on the premises, the outdoor evacuation area is the **northwest parking lot of the building** along the Timbergate fence line.
3. In the event of an emergency requiring a nearby secured evacuation, the children will walk across the street to **Gold's Gym** where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day.

Off-campus Evacuation Location Information:

Gold's Gym  
6643 South Staples  
(361) 980-1406

- 4.) If the emergency environment is confined to the immediate area of the child care facility, e.g. fire or toxic fumes and the children must evacuate away from the center, the children will walk to **Corpus Christi Fellowship Church** where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day. The place of safety is close by and within walking distance.

Off-campus Evacuation Location Information:

Corpus Christi Fellowship Church  
6602 South Staples  
(361) 993-2223

The Emergency Evacuation and Relocation diagram can be found in each classroom posted near the door. A complete Emergency Evacuation Plan may be reviewed in the office upon request.



## **GANG-FREE ZONE INFORMATION – ATTACHMENT B**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section 42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers.

### **What is a gang-free zone?**

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities, and day care centers. The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

### **How do parents know where the gang-free zone ends?**

The gang-free zone is within 1000 feet of your child care program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

### **Why are gang-free zones needed?**

Similar to the motivation behind establishing drug-free zones, the goal of the gang-free zone is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

### **What does this mean for my day care center?**

Child care providers are required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

### **When do I have to comply with the new requirements?**

The law is already in effect and providers should begin sharing information regarding gang-free zones immediately.

*For further information, please contact your licensing representative or your local licensing office.*



**THANK YOU**

Thank you for taking the time to read this Parent Handbook. Together we can provide a loving learning experience that prepares a child for a love of Christ, a love for each other, and a lifelong love of learning.

**ACKNOWLEDGEMENT**

My signature below certifies that I have read and understand the contents of this Parent Handbook and agree to abide by and comply with the policies set forth herein.

I also acknowledge that I have been given the opportunity to discuss any policies in this handbook with the Director of the facility.

I acknowledge that the Second Baptist Church Child Development Center reserves the right to modify or amend these policies at any time without prior notice.

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Mother's Signature

Date

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Father's Signature

Date

*Please sign, tear out and return this page with your child's enrollment packet.*